



Trustees' Annual Report for the period

From 1 November 2019 Period start date To 31 October 2020 Period end date

Charity name:FRIENDS OF CHILTERN OPEN AIR MUSEUM

Charity registration number:286534

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The education of the public by the promotion, support, assistance and improvement of Chiltern Open Air Museum through the activities of a group of Friends
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To encourage, promote, and assist in the development of a group of friends in order to further the charitable purposes, and encourage the development of the facilities of the Chiltern Open Air Museum. Engage in, support and help co-ordinate research, publishing, education, advertising, fundraising and other work for the furtherance of the objectives.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of their responsibility to ensure that the activities of the charity meet the requirement of providing a benefit to the public. They believe that this is achieved through our support to and for the Chiltern Open Air Museum by the making of funds and grants available thereby helping to ensure that:- <ul style="list-style-type: none"> • The existing historic buildings at the museum are maintained in satisfactory condition and improved where possible • New exhibits, reconstructed preserved historic buildings, new and enhanced facilities are provided The facilities of the museum are maintained and enhanced in order to encourage, facilitate and improve the education, information, environmental understanding and enjoyment of the visiting public

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • Donations to the Museum of £33101 comprising £16101 for the general purposes and £17000 for specific projects. • Membership during the year of over 500 including 170 life members. • Successful fund raising events including the annual charity auction, , and 200 club • The running of the Friends Centre at the Museum when possible and permissible • Acting as a conduit for volunteering and fund raising activities at the museum • <u>NOTE – activities were severely constrained by lockdown</u>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite all the difficulties it was a successful year with a significant amount of support for the Museum
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Funds raised are used primarily for the benefit of Chiltern Open Air Museum with donations being made to support both the Museum's general funds and specific projects, as a result reserves are only maintained for the day to day needs and requirements of the charity or for known forthcoming expenditure
Amount of reserves held	Para 1.22	Approx £1000 - £2000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The major source of funds is raised from donations and activities with, where relevant, the associated gift aid. The Friends may also apply for grants from other charitable bodies to help support specific projects that are being carried out by volunteers at the Museum.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	ELECTION AT AGM (A VACANCY MAY BE FILLED BY THE COMMITTEE SUBJECT TO ELECTION AT NEXT AGM)

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of Chiltern Open Air Museum
Other name the charity uses	FCOAM
Registered charity number	286534
Charity's principal address	Newland Park Gorelands Lane Chalfont St Giles Bucks HP8 4AB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	D Thomas			
2	P Phillips	Secretary		
3	A J Snook			
4	R Lister	Treasurer		
5	D E Toomey			
6	B Hayes			
7	A Farlie			
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	PMP	RBL
Full name(s)	Patricia Mary Phillips	Richard Bateson Lister
Position (eg Secretary, Chair, etc)	Secretary	
Date	26 May 2021	

FRIENDS' OF CHILTERN OPEN AIR MUSEUM

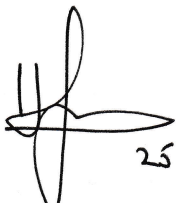
RECEIPTS AND PAYMENTS FOR THE 12 MONTHS ENDING 31st OCTOBER 2020

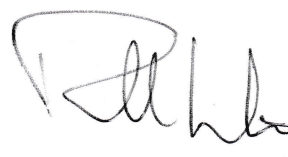
<u>RECEIPTS</u>	<u>2019/2020</u>			<u>2018/2019</u>
	<i>Income</i>	<i>Expenses</i>	<i>Net</i>	
Subvention From COAM	962		962	1014
Donations Specific	14500		14500	5905
Donations General	1787		1787	1763
Gift Aid	2708		2708	1346
200 Club	1196	590	606	636
Friends' Centre	4840	215	4625	5406
Auction	5510	2681	2829	1514
Quiz supper			0	928
Local Fetes & Other Events	73		73	421
Misc	40	40	0	
<u>TOTAL RECEIPTS</u>	<u>31616</u>	<u>3526</u>	<u>28090</u>	<u>18933</u>
<u>ADMINISTRATION EXPENSES</u>				
Postage/Printing/Stationery/Insurance Fees			953	821
				30
<u>TOTAL ADMINISTRATION EXPENSES</u>			<u>953</u>	<u>851</u>
Net receipts			27137	18082
Bank Balance Brought Forward			7261	3807
<u>FUNDS AVAILABLE</u>			<u>34398</u>	<u>21889</u>
<u>DONATIONS TO THE MUSEUM</u>				
General			16101	1301
Specific			17000	13327
<u>TOTAL DONATIONS TO THE MUSEUM</u>			<u>33101</u>	<u>14628</u>
<u>BANK BALANCE CARRIED FORWARD</u>			<u>1297</u>	<u>7261</u>

Notes

- 1) Old style "Subscriptions" to FCOAM still being received by standing order are now treated as a donation to the Friends.
- 2) The subvention from COAM is to meet the administrative costs of the Friends
- 3) The closing bank balance in 2019 included £1480 of funds where the donor had expressed a wish that they preferably be used for aspects of the museum with a medieval context. However with the agreement of the donor and in the current exceptional circumstances they have been released to help support the Museum through these difficult times.

I have examined the records maintained by the Hon. Treasurer and I confirm that the above Receipts and Payments Accounts is in accordance herewith
Signed by


25/11/2021
H. Jones FCMA
62 Gregories Road
Beaconsfield


31/11/2021
Dick Lister
Hon. Treasurer
69 Sandelswood End, Beaconsfield



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	FRIENDS OF CHILTERN OPEN AIR MUSEUM		
On accounts for the year ended	31 OCTOBER 2020	Charity no (if any)	286534

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
 have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: **Date:** 25/01/2021

Name: HUW JONES

Relevant professional qualification(s) or body (if any): FELLOW OF THE CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (RETIRED 13/10/20)

Address: 62 GREGORIES ROAD, BEACONSFIELD, BUCKS,
HP9 1HQ